

REQUIRED DOCUMENTS MANDATORY FOR AN IDENTIFICATION CARD AND/OR COMMON ACCESS CARD

Initial CAC Issue:

- Geneva Convention Identification Card (Military IDs)
 - Entered into DEERS form military personnel
 - Two (2) Valid Forms of Identification
- Civilian CAC
 - Entered into DEERS through Civilian Personnel (1 day to 2 weeks)
 - Two (2) Valid Forms of Identification
- Contractor's CAC & Other Federal Affiliate CAC
 - Entered into DEERS through the Contractor's Verification System (CVS) (15 min – 48 hrs)
 - Two (2) Valid forms of Identification

NOTE: Contact POC to ensure that information has been entered into the CVS

Initial Enrollment & Dependent ID Cards:

- New Spouse
 - Sponsor (Military Member or Retiree)
 - Marriage Certificate
 - Social Security Card
 - Sponsor's Divorce Decree (If Applicable)
 - Two (2) Valid Forms of Identification
- Newborns
 - Sponsor (Military Member or Retiree)
 - Birth Certificate/Live Birth Documentation
 - Social Security Card (If Applicable)

NOTE: If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a general power of attorney.
- Stepchildren
 - Marriage Certificate
 - Birth Certificate
 - Social Security Card
 - Two (2) Valid Forms of Identification (21 yrs. & older)

NOTE: If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a general power of attorney.
- Wards & Foster Children (ARMY ONLY)
 - Court Documentation (Legal and Physical Custody)
 - Birth Certificate
 - Social Security Card
 - Two (2) Valid Forms of Identification (21 yrs. & older)

NOTE: If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a general power of attorney. **Temporary custody needs to be at least for 1 year.

Renewal of CACs:

- Geneva Convention Identification Card & Civilian CAC
 - Update CAC 30 days prior to expiration
 - Two (2) Valid Forms of Identification
- Contractor's CAC & Other Federal Affiliate's CAC
 - Updated information in CVS with a new expiration date
 - Two (2) Valid Forms of Identification

NOTE: Contact POC to ensure that information has been updated in CVS.

Renewal of Dependent ID Cards:

- Spouse
 - Sponsor (Military member or Retiree) **OR** DD Form 1172-2 **OR** General Power of Attorney
 - Two (2) Valid Forms of Identification

NOTE: The DD Form 1172-2 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated and notarized by the sponsor.
- Children (10 yrs. – 20 yrs.)
 - Sponsor (Military member or Retiree) **OR** DD Form 1172-2 **OR** Spouse with a General Power of Attorney

NOTE: The DD Form 1172-2 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated and notarized by the sponsor.
- Children (21 yrs. – 23 yrs.)
 - Sponsor (Military member or Retiree) **OR** DD Form 1172-2 **OR** Spouse with a General Power of Attorney
 - School Letter (The letter should state that the individual is a full time student and his/her expected graduation date.)
 - Two (2) Valid Forms of Identification

NOTE: The DD Form 1172-2 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated and notarized by the sponsor.

Replacement Identification Card:

- Lost or Stolen cards
 - Ft. Sill Incident Report (obtained at the ID Card Section front desk) signed by their Commander or ISG or Sponsoring Agency
 - Two (2) Valid Forms of Identification
- Reenlistments or Promotions
 - Current Orders
 - Two (2) Valid Forms of Identification

Geneva Convention (GC):

- Senior Executive Service (SES) member
 - Official Travel Orders
 - Two (2) Valid Forms of Identification
- Civilians
 - Official Travel Orders
 - Two (2) Valid Forms of Identification
- Contractors
 - Entered into DEERS through CVS
 - LOA on Government Letterhead with travel dates
 - Two (2) Valid Forms of Identification

NOTE: Contractors are eligible for one of the following forms of CACs dependent on deployed status:

 - * GC CAC – LOA stating “Mission Essential”
 - * DoD IP CAC – LOA with travel dates of 365 days or more
- Other Federal Affiliates (Department of State (DOS) and Federal Bureau of Investigation (FBI))
 - Entered into DEERS through CVS
 - LOA on Government Letterhead with travel dates
 - Two (2) Valid Forms of Identification

ALL DOCUMENTS MUST BE ORIGINAL OR TRUE CERTIFIED COPIES!!

REQUIRED DOCUMENTS MANDATORY FOR AN IDENTIFICATION CARD AND/OR COMMON ACCESS CARD

Other ID Cards & Transactions:

- Transitional Assistance (TA)
 - Current DD 214 (Member 4)
 - Two (2) Valid Forms of Identification
- Retirees
 - Retirement Orders / DD 214 (Member 4)
 - Two (2) Valid Forms of Identification
- Temporary ID Cards (For Dependents)
 - Sponsor's Social Security Number (Readily Available)
 - Two (2) Valid Forms of Identification (21 yrs. & older)

NOTE: The temporary ID card will be issued for 90 days.
- DoD Beneficiary (DB)/Un-Remarried Widow (URW)
 - Two (2) Valid Forms of Identification
- Child Dependency (Temporary Incapacitated)
 - DD Form 1172-2 (Certified by DFAS)
 - DFAS-IN Form 27-88
 - Two (2) Valid Forms of Identification

NOTE: The child dependency packet will be filled out by the sponsor (every four (4) years) and sent to DFAS. DFAS will return the DD Form 1172-2 with a stamp approving the dependent. The DD Form 1172-2 should be brought to the DEERS office in order to issue the ID card.
- Child Dependency (Permanent Incapacitated)
 - DD Form 1172-2 (Certified by DFAS)
 - DFAS-IN Form 137-5
 - Two (2) Valid Forms of Identification

NOTE: The child dependency packet will be filled out by the sponsor (every four (4) years) and sent to DFAS. DFAS will return the DD Form 1172-2 with a stamp approving the dependent. The DD Form 1172-2 should be brought to the DEERS office in order to issue the ID card.
- Parent Dependency
 - DD Form 1172-2 (Certified by DFAS)
 - DFAS-IN Form 137-3
 - Two (2) Valid Forms of Identification

NOTE: The parent dependency packet will be filled out by the sponsor (every four (4) years) and sent to DFAS. DFAS will return the DD Form 1172-2 with a stamp approving the dependent. The DD Form 1172-2 should be brought to the DEERS office in order to issue the ID card.

****The birth certificate is required for the sponsor if the packet is for his/her parent or spouse if the packet is for his/her parent.**

****For initial determination for dependency, sponsors must go to their branch of service to be entered into DEERS.**
- Foreign Military
 - Birth Certificate (Self & Family Members)
 - Marriage Certificate (If Applicable)
 - DD Form 1172-2 signed and verified by the embassy
 - Two (2) Valid Forms of Identification (21 yrs. & older)

- Divorced Sponsor (**ARMY ONLY!**)
 - Statement of Service **OR** DD 214 **OR** Dates of inclusive service from the servicing personnel
 - Final Divorce Decree
- Divorcees (**ARMY ONLY!**)
 - Army Personnel (Sponsor)

(Army Military Personnel ONLY)

 - Birth Certificate (Spouse)
 - Social Security Card (Spouse)
 - Current Address (Spouse)
 - Driver's License (Spouse)
 - Marriage Certificate
 - Sworn Statement (Spouse)
 - Sponsor's DD 214 / Statement of Service
 - Final Divorce Decree
 - Two (2) Valid Forms of Identification
- Disabled Veteran (DAV)
 - 100% Disability Letter stating Commissary and shopping privileges
 - DD 214 (Honorable Discharge & Copy #4)
 - Birth Certificate (Self & Family Members)
 - Marriage Certificate (If Applicable)
 - Social Security Number (All Family Members)
 - Two (2) Valid Forms of Identification (21 yrs. & older)

VALID FORMS OF IDENTIFICATION:

- US Passport (Unexpired)
- Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- An unexpired foreign passport with a temporary I-551 stamp
- An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94
- Unexpired driver's license or ID card issued by a state
- ID card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military ID Card or Military dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- U.S. Social Security card
- Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
- Original or certified copy of a birth certificate
- U.S. Citizen ID Card (*Form I-197*)
- ID Card for use of Resident Citizen in the United States (*Form I-179*)
- Unexpired employment authorization document issued by DHS

Fort Sill ID Cards/DEERS
4700 NW Mow-Way Road, Suite 120
Fort Sill, OK 73503-9016
(580) 442-5010
Physical Location: Building 4700, 1st Floor on Mow-Way Road

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